

**PRIVATE SCHOOL OR FACILITY APPLICATION
CHECKLIST OF REQUIRED DOCUMENTATION**

Initials	Annual Special Education Program Documentation Checklist
	General
	Provide documentation that the private school is accredited by the Northwest Accreditation Commission, a division of AdvancED, or the private facility is a rehabilitation center, hospital, corporation, or state agency and is properly licensed by the Idaho Department of Health and Welfare.
	Provide a description of liability insurance at each site showing limits of not less than the policy limits required for governmental entities as set forth in Idaho Code 6-924. Documentation must include: 1) name and contact information of insurance company; 2) policy limits; and 3) effective term of policy, including expiration date. If the insurance coverage will expire during the approval period proof of renewed coverage must be submitted.
	Provide documentation that the private school or facility meets minimum health, fire and safety standards.
	Provide a description of the accounting system and copy of the budget for the educational program for which approval is requested, including the costs of operation, maintenance, transportation, related services, and capital outlay.
	Educational Program
	Provide an instructional program description once every five (5) years or whenever the educational program changes. Description must include: 1) Demographic description of students, 2) Procedures for maintaining, evaluating, and recording student progress, 3) Curriculum guide, 4) List of licensed/certified personnel (submitted annually by October 15 th)
	Provide a description of parental involvement in student programs.
	Provide a description of the attendance reporting system utilized to certify to the LEA the daily record of attendance of each contracted student.
	Special Education Program
	Provide evidence that at least one staff member holds a valid Idaho Exceptional Child Certificate with a generalist K-12 endorsement in the Personnel section of the Application.
	Provide evidence that appropriately certificated or licensed related service providers are utilized to meet the needs of the students to be served by the facility in the Personnel section of the Application.

	If the private school or facility has retained administrative personnel, such as a principal, special education director or other school administrator, certified in an administrative area, these individuals must be listed in the Personnel section of the Application.
Educational Policies	
	Provide documentation (such as minutes of a board meeting) of the adoption of the Idaho Special Education Manual. Describe any program, rule or policy in your school's special education practice that deviates from the Idaho Special Education Manual and provide a written copy of the program, rule or policy.

I verify that I have initialed each requirement set forth above and I have attached a copy of this Checklist along with the required documentation with the Private School or Facility Special Education Programs Services Application.

Authorized Signature

Date

Title

Telephone Number

Address

Email Address